

ROUTING AND TRANSMITTAL SLIP		Date
		21 MAR 1985
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. CO/DDA		NS 3/21
2. ADDA		2 MAR 1985
3. DDA		2 MAR 1985
4.		
5.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

On 3/20/85 OP asked for ok on
 sending attached over on
 21 March - ok'd by phone
 from EXDIR's office.

3/21/85

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

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OPTIONAL FORM 41 (Rev. 7-76)
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 FPMR (41 CFR) 101-11.206

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TRANSMITTAL SLIP		DATE	
TO: DDA			
ROOM NO. 7D24		BUILDING Headquarters	
REMARKS:			
FROM: Robert W. Magee			
ROOM NO. 6N20		BUILDING	
		EXTENSION	

FORM NO. 241

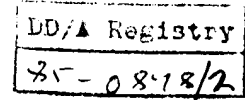
REPLACES FORM 36-8
WHICH MAY BE USED

(47)

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MAR 20 1985

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM: Robert W. Magee
Director of Personnel

SUBJECT: "In Search of Excellence" Suggestion
Computerized Case Officer PCS
Assignment Selection

REFERENCE: Memo dtd 27 Feb 85 fr C/LA/MTF/Internal
to DCI, same subject

1-8 477

1. This is in response to Referent suggestion that the Office of Personnel computer data base be expanded to include a revised version of the Field Reassignment Questionnaire including selected operational data to aid in the selection of Directorate of Operations case officers for PCS assignments.

2. The Office of Personnel is presently engaged with the Office of Information Technology in developing an enhancement to the Personnel Resources Information Management (PRIM) System. PRIM was developed to provide a centralized data base for Agency components to retrieve official organizational, position and employee data resident in the Human Resources System (HRS2) data base. PRIM went operational in February 1984 and is currently available to every Agency component. The enhancement to PRIM is called PRIM Release 2. It will give Agency components the ability to add, change and delete their employee, position and organizational data, to create new and unique fields to hold data pertinent to their component, and to retrieve data from either the official or the component data file.

3. PRIM Release 2 is scheduled to be operational in early 1986. At that time, the Directorate of Operations will have the capability to create just the type of automated Field Reassignment Questionnaire record suggested in Referent. If the requirement is more urgent than that and if additional resources are made available to the Office of Personnel, PRIM Release 2 can be operational sooner.

Robert W. Magee

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SUBJECT: "In Search of Excellence" Suggestion
Computerized Case Officer PCS
Assignment Selection

OP/ID

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Distribution:

Orig & 1 - Addressee 1 - Executive Registry
1 - DDA
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1 - C/ID
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SECRET

S E C R E T

65- 904

27 February 1985

DDA Registry

85-0898

85-0892

MEMORANDUM FOR: William J. Casey
Director of Central Intelligence

FROM:

3D38 Headquarters

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SUBJECT: "In Search of Excellence" Suggestion
Computerized Case Officer PCS Assignment
Selection

1. In order to increase competitiveness and modernize the selection of Directorate of Operations (DO) Case Officers (C/O's) for PCS assignments, it is suggested that the Office of Personnel's current PERSIGN-derived biographic profile computer data base be expanded to include a revised version of the Field Reassignment Questionnaire (FRQ) including selected operational data. In essence, information currently submitted in the FRQ would be augmented by pertinent data on C/O availability plus operationally oriented information and interfaced with the current data base. This new data base could be used for initially collating lists of C/O's for perspective overseas positions and would provide a mechanism for managing/monitoring C/O career progression. For example, the following new information fields are suggested for inputting pertinent data:

A. C/O availability:

- Willingness to Travel (PCS, TDY, Extended TDY)
- Willingness to Change Jobs (Immediately, Six Months, One Year, Two Years)
- Choices for Next Assignment (Remain in Current Job, Headquarters Assignment, Domestic Assignment, Overseas)
- Desired Headquarters Assignment (By Office; list three)

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ARE CLASSIFIED S E C R E T

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-- Desired Domestic Assignment

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-- Desired Overseas Assignment (By City; list three)

-- Member of Employee/Tandem Couple (No; If Yes, Willingness to Take Separated Assignments; Previous Separated Assignments)

B. Operational Information:

-- United States Familiarity (Cities, States, Regions)

-- Special Qualifications/Skills (Hobbies, Interests, Sports, Music; any Avocation with Operational Usefulness)

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-- Spouse's Special Ops Skills/Qualifications (Foreign Language, Unique Talents, Career/Occupation)

C. Miscellaneous:

-- Home Based Division

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-- CIARDS Qualified? (If answer is no, how many months overseas time is needed?)

2. In order for the new data base to be meaningful in the initial flagging of C/O's for PCS assignments, each C/O in the Field and at Headquarters would need to review worldwide vacancy notices in order to make realistic assignment choices based on anticipated actual openings. At present this process is often based on guesswork since no worldwide vacancy notice is readily available. The worldwide vacancy notice would offer across-the-board assignment possibilities to all C/O's and be of particular use to those with multi-lingual skills who want to serve on several continents and employee/tandem couples trying to identify

dual openings. Each C/O would have an increased sense of participation in his/her career progression by knowing that the FRQ information is retained in the computer and will be referred to in the initial selection process. The list of worldwide openings (by city, grade, position) would also need to be input to the computer program so that the office querying the computer can collate actual openings with interested C/O's. If this system were instituted, it is conceivable that a process could be established whereby each C/O would receive a reply to his/her FRQ in the form of a computer printout with a brief response to each assignment requested. (Positive responses would have been adequately covered in other correspondence; however, constructive negative responses would assist C/O's in making future assignment choices.)

3. The use of the new fields will permit the querying of the data base for C/O's with special skills and languages for specific TDY assignments and other operational tasks on a spot basis. By requesting various combinations of input data, one could quickly identify officers with a specific [redacted] talent such as chess, or knowledgeability of some professional skill needed for an operation. The run could also be used to recall information by field in order to compile statistical data and make comparative studies. [redacted]

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[redacted] How many officers are just a few months shy in overseas time for CIARDS and might seek/need a short TDY to qualify?

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4. At present the Office of Personnel controls and manages the biographic profile computer data base. If the data base were expanded to included the suggested DO FRQ-related information, either the DO Division PEMS officers and/or Career Management Staff (CMS) would also need to use/manipulate the record for assignment selection. While this suggestion is primarily aimed at overseas PCS assignments, it could be used for Headquarters and domestic assignment selection with the new field entries. A suggested title for the new data base might be "PERTOUR."

5. The purpose in submitting this suggestion is twofold: first, to create greater individual C/O participation in personnel assignments and career progression (a key factor in employee motivation described in "In Search of Excellence"-- "...give people control over their destinies, they make meaning for people." p. 239); second, to develop an impersonal, objective mechanism to assist in C/O assignment selection. The ultimate result of implementing this suggestion should be increased operational successes based on better C/O career management.

Central Intelligence Agency
Washington, D.C. 20505

Executive Registry

85- 904/1

11 March 1985

Executive Director

DD/A Registry

85-0898/1

NOTE FOR: DDA

Harry:

Attached is one of the more interesting proposals we have received. ~~Would~~ appreciate having Magee's comments on it. Could we have your response by 20 March? Thanks.

James H. Taylor

STAT